



EMERGENCY PROCEDURES



FOREWORD

An effective school emergency program demands a full awareness of individual responsibilities, realization, seriousness of the problem and an adequate plan.

This guide for emergency planning and response will assist you in identifying the critical procedures necessary in dealing with emergency contingencies in your school. Emergency preparedness protects not only our most precious resource - the students - but ourselves as well.

The district will use the Incident Command Model to manage emergencies. The Principal will initially implement the Incident Command Structure through the designated School Incident Response Team (SIRT). The Incident Commander will be in charge until that responsibility is assumed by a more qualified individual/organization. Typically the Fire or Police Department will assume incident command for a major incident.

EMERGENCY NUMBERS

Police and Fire Divisions Emergency	911
ABEL Building Systems	513-221-5700
Office of Superintendent	513-363-0073
Office of Schools	513-363-0084
Facilities Management	513-363-0777
Safety Services	513-363-0010
Office of Marketing & Communications	513-363-0020
Duke Energy (Gas)	800-634-4300
Duke Energy (Electric)	800-543-5599
Cincinnati Water Works	513-591-7700

FILL IN FOR YOUR BUILDING:

PRINCIPAL:

PLANT OPERATOR:



EMERGENCY NUMBERS

FIRE & EXPLOSION

1. Sound the alarm for evacuation of the building and call the Fire Department at **911**.
 - a. Evacuation procedure: follow administrative Fire Drill Procedure.
2. Check every area of all buildings to be sure all persons are evacuated.
3. Take student and staff attendance at assembly points. If someone is missing, immediately notify the Incident Commander and fire officer and give:
 - a. The name of the person.
 - b. The last-seen location of the person.
4. If the alarm is found to be a false alarm prior to the arrival of the Fire Department, call the Fire Department at **911** to inform them.
5. Notify Safety Services at **513-363-0010** any time the Fire Alarm is activated.
6. The responding agency official will assume incident command upon arrival, giving authorization to reset the fire system and to activate the recall signal, which initiates a return into the building. Once the system is reset, notify Safety Services at 513-363-0010.
7. If the building cannot be reoccupied, follow administrative Guidelines for Individual School Closing and Temporary Relocation.

GANG ACTIVITY

All gang-related incidents should be reported to the Office of Safety Services and documented with photographs and completion of the Gang Information Report (GIR) (The GIR is available on the Security website.) The Office of Safety Services will send copies of all documentation to the Cincinnati Police Gang Unit.

- 1. Critical Response** (Emergency) – **Call 911** immediately, then notify Safety Services at 513-363-0010.
- 2. Non-Critical Response** - Principal should notify Safety Services at 513-**363-0100**; they will dispatch the CPS Response Team.

GRAFFITI

Principal or designee should notify Safety Services at 513-**363-0100** who will dispatch a Response Team, then notify Facilities Work Control 513-**363-0777**. Be prepared to provide the following information.

- 1.** Site name, address and building (if more than one at the site).
- 2.** A site contact person and telephone number.
- 3.** Location of graffiti (front, back, above 6 feet, etc.) and a description of the graffiti.
- 4.** Type of surface that graffiti is on (e.g., wood, brick, window, etc.).



HOSTAGE SITUATION

Do Not Confront the Hostage Taker

1. Alert office immediately. The office WILL:
 - a. Call **911**.
 - b. Activate **LOCKDOWN**.
 - c. Notify Principal or Administrator in Charge (Becomes Incident Commander).
 - d. Notify School Resource Officer (SRO).
 - e. Notify Safety Services at 513-**363-0010**. The Response Team will be dispatched.
2. Meet responding Police and be prepared to provide the following information:
 - a. The location of the hostage situation.
 - b. Complete description of hostage taker.
 - c. Type of weapon involved.
 - d. Any witness information.
 - e. Floor plans of building.
 - f. Key building personnel (Administrators, Security Personnel and Plant Operator).
3. Take all steps necessary to keep students and faculty away from the location of the armed person.
4. **ANY EVACUATION** should be coordinated with Police and/or other emergency personnel on the scene, using either
 1. The Primary evacuation site:
_____.
 2. The Secondary evacuation site:
_____.
5. Only return to normal operations when officially notified that the emergency is over.



PERSON WITH A WEAPON (Internal)

DO NOT CONFRONT THE PERSON

1. Alert Main Office Immediately.

The Office WILL:

- a. Call **911** and/or activate the MARCS radio system
- b. Call for a **LOCKDOWN** (activate the LOCKDOWN button)
- c. Notify Principal or Administrator in Charge (becomes Incident Commander).
- d. Notify School Resource Officer (SRO).
- e. Notify Safety Services at 513-363-0010. The Response Team will respond to predetermined office area of the building (becomes School Command Post).

2. Lockdowns:

- a. Students should be immediately cleared from the hallway just outside the classrooms, classroom doors locked.
- b. No doors are to be opened until all are cleared by police.
- c. Close blinds, turn off lights, remain quiet and spread out in the classroom.

3. Inform:

- a. Principal/Administrator in Charge monitor the cameras and school radios to ascertain the location of the intruder(s).
- b. When located, use PA to broadcast intruder(s) location to the school.

4. Evacuate:

If a staff member or teacher deems it safe to evacuate a building (knowing the location of the intruder(s)), leave in swift and orderly fashion to the designated evacuation site. **(REMEMBER: Evacuation is an option and not mandatory.)**

5. Counter:

Should intruder(s) attempt to break into the classroom, be prepared to distract them by throwing objects and screaming as you attempt to get out of the room. Get out of the building to an evacuation site.



IF INSIDE A BUILDING:

1. Stay inside.
2. Move away from windows and glass.
3. Move away from under light fixtures and other suspended objects.
4. Take cover in interior doorways, narrow halls or under desks and other heavy furniture.

IF OUTDOORS:

1. Stay outside.
2. Move away from buildings and other structures.
3. Move away from utility poles and overhead wires.

WHEN EARTHQUAKE IS OVER:

1. The Principal decides whether to evacuate the building. If there is any doubt as to the safety of the occupants, evacuate the building.
 - a. Pass the word to evacuate the building.
 - b. Call the Fire Dept at **911**. The responding agency/department official will assume responsibility upon arrival.
 - c. Evacuation procedure: follow administrative Fire Drill Procedure.
2. Check for injuries - do not move seriously injured persons unless danger of further injury exists. Call the Life Squad at **911**. SIRT should perform a search.
3. The Plant Operator/Custodian should check/shut off damaged utilities and call as necessary:
 - a. Duke Energy (Gas) 800-634-4300
 - b. Duke Energy (Electric) 800-543-5599
 - c. Cincinnati Water Works **513-591-7700**
4. Principal should notify: Safety Services at **513-363-0010**
5. Do not reoccupy the building until it has been inspected and deemed safe.
6. Take attendance and report any missing persons to the Principal/Incident Commander.
7. If the building cannot be used, follow administrative Guidelines for Individual School Closing and Temporary Relocation.



DISTURBANCE INSIDE THE BUILDING

1. If the Principal determines that there is a clear and present danger, alert the Office immediately. The Office will:
 - a. Call the Police at **911**.
 - b. **ACTIVATE LOCKDOWN.**
 - c. **Notify School Resource Officer (SRO).**
2. Principal should notify:
 - a. Safety Services at 513-363-0010
3. Have faculty and Plant Operator/custodians secure the building.
 - a. Clear and monitor hallways and disperse groups of disrupters.
 - b. Contain/detain students in classrooms with doors secured.
 - c. Teachers should maintain instructional programs.
 - d. Close blinds, turn off lights.
4. When the police arrive, the official in charge will assume incident command.
5. If the building is to be closed, follow administrative [Guidelines for Individual School Closing and Temporary Relocation](#).

DISTURBANCE OUTSIDE THE BUILDING - LOCKOUT

If the Principal determines that there is a clear and present danger (threat) outside the building or if notified by the police of the danger, the Principal or Administrator in Charge, will:

1. Call 911 (If police have not been notified).
2. Activate the **LOCKDOWN** button and notify the occupants of LOCKOUT (no one enters or leaves the building until cleared by the police).
 - a. The school will continue business as usual with the exception of playground or recess activity outside.
 - b. Teachers will maintain classroom instructional activities.
 - c. Depending upon the length of the threat in the area, school dismissal will be delayed until notified by police.
3. Principal should notify the Office of Safety Services at 513-363-0010.



GAS LINE BREAK OR LEAK

1. Immediately notify the Principal of any unusual gas-like odors.
 - a. The Plant Operator/custodian should check/shut off damaged utilities.
 - b. Notify Facility Work Control for plumber assistance, **513-363-0777**.
 - c. Notify, as necessary, Duke Energy (Gas) 800-634-4300.
2. The Principal should decide if the condition is hazardous to occupants.
3. If the condition is localized and presents an immediate threat, move to another safe area of the building.
4. If there is any doubt as to the safety of the occupants, evacuate the building.
 - a. Sound the alarm for evacuation of the building and call the Fire Department at **911**.
 - b. The responding agency/department official will assume responsibility upon arrival.
 - c. Evacuation procedure: follow administrative Fire Drill Procedure.
5. Principal should notify:
 - a. Safety Services at **513-363-0010**.

ELECTRIC POWER FAILURE

1. Immediately notify the Principal. The Principal should decide if the condition is hazardous to occupants.
 - a. Smoking/burning transformer, relocate occupants from area.
 - b. Service wires or poles down, keep students remote from site and in the building.
 - c. Notify Facilities Management for electrician assistance, **513-363-0777**
2. If the condition is localized and presents an immediate threat, move to another safe area of the building.
3. If there is any doubt as to the safety of the occupants inside the building, evacuate.
 - a. Sound the alarm for evacuation of the building and call the Fire Department at **911**.
 - b. The responding agency/department official will assume responsibility upon arrival.
 - c. Evacuation procedure: follow administrative Fire Drill Procedure.
4. The Plant Operator/Custodian should check/shut off damaged utilities.
 - a. Notify as necessary Duke Energy (Electric) at 800-543-5599.
5. Principal should notify:
 - a. Safety Services at **513-363-0010**.



WATER MAIN OR SEWER LINE BREAK

1. Immediately notify the Principal.
 - a. The Plant Operator/Custodian should check/shut off damaged utilities.
 - b. Notify Facility Work Control for plumber assistance, **513-363-0777**.
 - c. Notify Cincinnati Water Works if necessary, **513-591-7700**
2. The Principal should decide if the condition is hazardous to occupants. If the condition is localized and presents an immediate threat, move to another safe area of the building.
3. If there is any doubt as to the safety of the occupants inside the building, evacuate.
 - a. Sound the alarm for evacuation of the building and call the Fire Department at **911**.
 - b. The responding agency/department official will assume responsibility upon arrival.
 - c. Evacuation procedure: follow administrative Fire Drill Procedure.
4. Principal should notify:
 - a. Safety Services at **513-363-0010**.

HEATING BOILER FAILURE

1. Immediately notify the Principal. The Principal should decide if the condition is hazardous to occupants.
2. The Plant Operator should check, assess damage and repair or call as necessary.
 - a. Notify Facility Work Control for HVAC assistance, **513-363-0777**.
 - b. Notify the principal of status and timeline to repair and regain temperature.
3. The Principal should decide if the condition is hazardous to occupants and maintain normal operations as much as possible. If closure of the building is necessary notify:
 - a. Safety Services at **513-363-0010**.
4. Transportation will be provided in accordance with the emergency transportation plan.

IF THE FACILITY CANNOT BE OCCUPIED

Follow administrative Guidelines for Individual School Closing and Temporary Relocation.



IDENTIFICATION OF UNUSUAL ODORS, SPILLS OR ENVIRONMENTAL HAZARDS

A. WITHIN OR IMMEDIATELY SURROUNDING THE BUILDING

1. Immediately notify the Principal. The Principal should decide if the condition is hazardous to occupants.
2. If safety permits, remain in the area.
3. If the condition is localized and presents an immediate threat, move to another safe area of the building. Secure the localized area or the building from unauthorized entry.
4. If there is any doubt as to the safety of the occupants, evacuate the building.
 - a. Pass the word for evacuation of the building because of an environmental hazard. Avoid the area where the environment hazard may be located.
 - b. Call the Fire Dept at **911**. The responding agency/department official will assume responsibility upon arrival.
 - c. Evacuation procedure: Modify Fire Drill Procedure to avoid contaminated area.
5. Principal should notify:
 - a. Safety Services at **513-363-0010**
6. If the building cannot be reoccupied, follow administrative **Guidelines for Individual School Closing and Temporary Relocation.**

B. OUTDOORS INCLUDING SPILLS OR RELEASES FROM OFF SITE LOCATIONS

1. Immediately notify the principal. The principal may consult with local emergency agencies to determine if the condition is hazardous to occupants.
2. If safety permits and advised to do so by the appropriate authorities, remain in the building.
3. If advised by the local authorities to **SHELTER-IN-PLACE** follow Shelter-In-Place Procedures and maintain communications with the appropriate authorities.
4. If advised to evacuate, immediately notify:
 - a. Safety Services at **513-363-0010** of need to evacuate and follow Administrative Guidelines For Individual School Closing.



TORNADO/SEVERE THUNDERSTORM WATCH

Weather forecast or other notification of possible tornado activity or severe thunderstorm.

1. Turn up your National Oceanic Atmospheric Administration (NOAA) weather alert radio.
2. Observe weather conditions and listen for civil defense sirens.
3. Continue normal operations.
4. Generally, if no severe conditions are present in the immediate area of the school, students may be dismissed at the regular school closing time during a watch alert.

TORNADO/SEVERE THUNDERSTORM WARNING

Civil Defense sirens will sound a steady tone for three (3) minutes for a threat of a tornado/thunderstorm.

1. The Principal should monitor the weather alert radio, monitor local television broadcasts and post an adult observer.
2. If the weather alert radio or the adult observer confirms that the condition is:
 - a. A tornado in the immediate vicinity; follow your tornado alert plan.
 - b. A severe thunderstorm, continue normal operations and continue monitoring of conditions.

TORNADO ALERT PLAN

1. Sound the tornado alarm (predefined local school signal).
2. Persons **inside** the building shall move to designated shelter areas (interior or basement). Windows should be left as they are and the doors closed.
3. Persons **outside** the building should seek safe areas in a nearby building or lie face down in ravines, depressed areas, ditches or culverts.
4. If a tornado strike appears imminent, the Plant Operator/Custodian turns off all utilities.
5. Remain in shelter areas until all clear is signaled. Determine that weather conditions are clear with adult observer and weather alert radio.
6. Follow administrative Tornado Safety Procedure.

IF BUILDING IS STRUCK BY A TORNADO

1. Check for injuries, render first aid and call **911**.
2. The Plant Operator/Custodian should check/shut off damaged utilities and call as necessary.
 - a. Duke Energy (Gas) 800-634-4300
 - b. Duke Energy (Electric) 800-543-5599
 - c. Cincinnati Water Works 513-**591-7700**
3. Principal should notify:
 - a. Safety Services at **513-363-0010**.
4. After the all clear, if structural damage is severe, move to safe areas of the building or if no safe areas remain, evacuate the building. If the building cannot be reoccupied, follow administrative Guidelines for Individual School Closing and Temporary Relocation.
5. Take attendance and report any missing persons to the Principal/Incident Commander.
6. No student should be released during a tornado warning unless the parent picks up the child.

BOMB THREAT NOTES

DATE: _____ TIME OF CALL: _____ TIME SET TO EXPLODE: _____

NAME & TELEPHONE NUMBER AT WHICH CALL WAS RECEIVED: _____

PHONE NUMBER APPEARING ON CALLER ID: _____

CALLER'S VOICE: (M, F): _____ ACCENT: _____ APPROXIMATE AGE: _____

WAS VOICE FAMILIAR? _____ WAS VOICE DISGUISED? _____

LOCATION OF BOMB: _____

BACKGROUND NOISES: _____

WHY IS THE PERSON MAKING THE THREAT: _____

ADDITIONAL NOTES: _____

TELEPHONE BOMB THREAT

1. Record the time of the call and take notes. Record as much information as possible. Use guide above.
2. Keep the caller talking; have another person listen.
3. **In ALL cases notify the Principal**
 - a. The Principal must notify **911 and 513-363-0010**.
4. The Principal decides whether to evacuate the building. If there is any doubt as to the safety of the occupants, evacuate the building.
 - a. Pass the word to evacuate the building because of a bomb threat. Avoid evacuating through the area where the bomb may be located.
 - c. Turn off all two-way radios and cell phones within 1,000 feet of the building.
 - d. Evacuation procedure: follow administrative Bomb Threat Procedure. Evacuate at least 300 feet from the building, avoiding parking lots.
5. The Principal may request a search by emergency personnel if there is no evacuation.

WRITTEN BOMB THREAT

1. Keep all materials (letters, envelopes, etc.). Do not handle the materials.
2. **In ALL cases notify the Principal**.
3. If the threat is for the day received, the Principal decides whether to evacuate the building. If there is any doubt as to the safety of the occupants, evacuate the building. Call **513-363-0010** prior to pulling the fire alarm.
 - a. Pass the word to evacuate the building because of a bomb threat. Avoid evacuating through the area where the bomb may be located.
 - b. Call **911 and 513-363-0010**. The responding agency/department official will assume responsibility upon arrival.
 - c. Turn off all two-way radios and cell phones within 1,000 feet of the building.
 - d. Evacuation procedure: follow administrative Bomb Threat Procedure. Evacuate at least 300 feet from the building, avoiding parking lots.
4. The Principal may request a search by emergency personnel if there is no evacuation.
5. Principal should notify:
 - a. Police at **911**
 - b. Safety Services at **513-363-0010**.



SUSPICIOUS PACKAGE/DEVICE

1. If a suspicious package/device is found or delivered, **do not touch, open or move.**
2. If you find a suspicious package/device – **In ALL cases notify the Principal.**
3. The Principal decides whether to evacuate the building. If there is any doubt as to the safety of the occupants, evacuate the building. Call the Office of Safety Services at **513-363-0010** prior to pulling the fire alarm.
 - a. Pass the word to evacuate the building because of a bomb threat. Avoid evacuating through the area where the suspicious package/device may be located.
 - b. The Principal must notify **911 and 513-363-0010**. The responding agency/department officials will assume responsibility upon arrival.
 - c. Turn off all two-way radios and cell phones within 1000 feet of the building.
 - d. Evacuation procedure: follow administrative Bomb Threat Procedure. Evacuate at least 300 feet of building avoiding parking lots.
4. Principal should notify:
 - a. Safety Services at **513-363-0010**.
5. Follow administrative procedure for Bomb Threats, Discovery or Delivery of Suspicious Devices.



ACCIDENTS/INCIDENTS THAT RESULT IN AN INJURY, ILLNESS OR CHEMICAL EXPOSURE

1. Facilitate appropriate medical treatment.
 - a. Determine if the individual can be moved safely and taken to the Main Office or Nurse's station for first aid attention for minor scrapes and bruises.
 - b. In case of a **serious accident/incident** in which an individual needs immediate treatment and should not be moved, call for the Life Squad at **911** reporting a medical emergency. Examples of these serious accidents/incidents include broken leg or hip, possible heart attack or epileptic seizure.
2. Report **all** accidents, incidents, illnesses and chemical exposures to the immediate supervisor and/or Principal/Building Administrator. The Principal/Building Administrator is to:
 - a. Investigate each occurrence using the safety investigation form. (Refer serious, or situations with serious potential, to the Safety/Environmental Services Coordinator.)
 - b. Complete and fax an Employee Accident Report Form (see 3c below).
3. **Staff** members who are injured or experience a chemical exposure while working and require medical treatment:
 - a. Report each occurrence to the immediate supervisor and/or Principal/Building Administrator.
 - b. Employee Accident Report Form must be completed and faxed by the staff member and immediate supervisor within 24 hours.
 - c. Fax Employee Accident Report Form to the Workers' Compensation Staff in the Benefits Dept./H.R. at **513-363-0073**.
 - d. Contact Sheakley at **513-618-1226**.
 - e. For questions regarding Workers' Compensation benefits, please call **513-363-0161**.
4. **Students and visitors** who are injured or experience a chemical exposure requiring medical treatment:
 - a. Report each occurrence to the immediate supervisor and/or Principal/Building Administrator.

- b. Principal/Building Administrator is to forward the appropriate accident form within 24 hours to the Safety/Environmental Services Coordinator at **513-363-0107**.
- c. For student injuries use the Student Accident Report Form.
- d. For visitor injuries use the Non-Employee Accident Report Form. (Forward to the Safety/Environmental Services Coordinator.)
- e. The student and visitor forms can be downloaded from the Safety Website.

ACCIDENTS/INCIDENTS THAT RESULT IN A POTENTIAL BLOOD EXPOSURE

1. Report any potential blood exposure incident right away to the immediate supervisor and Principal/Building Administrator. (An exposure incident is defined as: coming into contact with another person's blood or bodily fluids on non-intact/broken skin or mucous membrane eyes, nose or mouth).
2. Principal immediately contacts the Safety/Environmental Services Coordinator at **513-363-0107** to determine appropriate follow-up response.
3. The District Blood Exposure Control Plan will be followed.

A potential blood exposure incident would not necessarily be considered a Worker's Compensation Claim unless a puncture, open wound or other injury occurred as a result of the incident and requires medical treatment.

REPORTING INCIDENTS

WHAT TO REPORT

Principals should follow the reporting process to immediately communicate the incidents listed below and **any activity that could garner media attention.**

- Active Shooter
- Arrest (Student/Employee/Parent)
- Bomb Threat
- Building Emergency (power, structural issue, etc.)
- Contraband
- Deceased Student/Employee
- Fire
- Medical Emergency
- Melee (five or more persons)
- Missing Student(s)
- Narcotics
- Person Brandishing Weapon
- Social Media Threat
- Weapon on Campus

HOW TO REPORT

1. Time is of the essence: Assess the situation and determine if it is an emergency.
2. Determine if Public Safety needs to be notified.
 - If Public Safety is called notify the Chief of Schools when safe to do so.
 - Calls should be made by the Principal, Assistant Principal or other designee when circumstances allow
 - CPD will communicate if additional officers will be provided.
3. **Follow the Communication Tree**
4. Complete incident report or other required paperwork.
5. In conjunction with the Communications Office, send an **approved** robo call (when necessary).

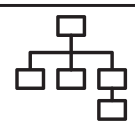
Clearly Communicate the Facts:

1. **Who** is involved?
2. **What** happened?
3. **When** did the incident happen?
4. **Where** did the incident happen?
5. **Why** did the incident happen?
6. **Additional** beneficial information

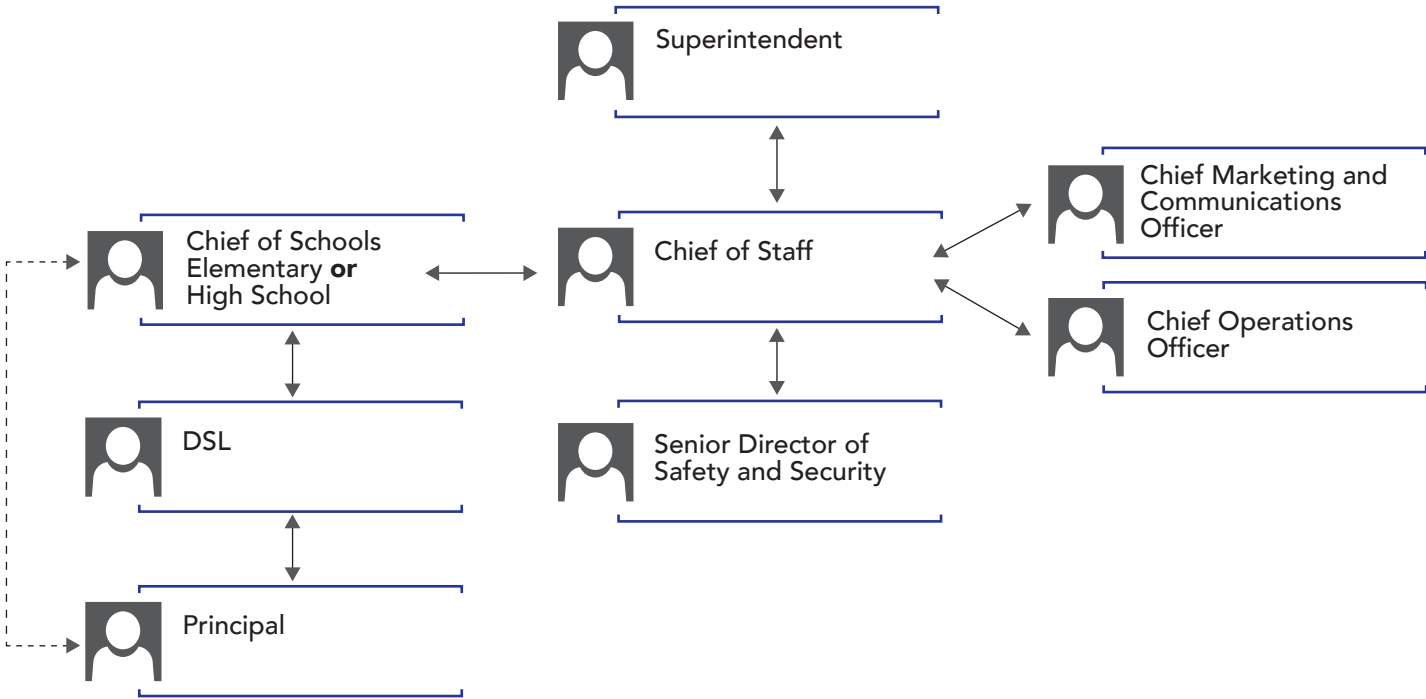
Be sure to share if the student has an exceptionality (ESE):

- Provide pertinent information including if the student is sensitive to loud sounds, touch, etc.

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DISTRICT-WIDE CRISIS COMMUNICATION TREE



SCHOOL CRISIS COMMUNICATION TREE

